



**Montana  
Office of Public Instruction**  
Denise Juneau, State Superintendent

**opi.mt.gov**

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To: Superintendents, County Superintendents, High School Principals,  
Clerks/Business Managers and Special Education Directors

From: Dick Trerise, Division of Special Education

Re: Required Post-school Outcome Data Collection and Reporting

In February 2012, the OPI will be required to provide valid and reliable post-school outcome data on youth who had IEPs and are no longer in secondary school. The survey will reflect which youth have been competitively employed, enrolled in some type of post-secondary school, or both, within one year of leaving high school. Post-school outcome data need to be collected between now and September 30 for students with disabilities who left school during the 2009-2010 school year. School leavers are students who exited by graduating with a diploma, reached maximum age, or dropped out.

An electronic application has been developed into which you enter your district's survey information. A user's manual is available at the Web site. The program is now open and will remain open through September 30, 2011. The link to access the program is:

<http://data.opi.mt.gov/PostSchoolSurvey/>

Log in using the current high school district or school user name and password mailed by the OPI to district authorized representatives (Citrix user name and password). Passwords are changed periodically, so if you encounter problems logging in, check with your superintendent to be sure the most current password is being used. If you still have problems, call the OPI Help Desk at 406-444-3448.

If Special Education Cooperative personnel are completing surveys for multiple high schools, they will need to obtain each high school's username and password.

The application will be pre-populated with the list of Special Education students leaving school during the 2009-2010 school year. This list includes the following AIM Enrollment End Status Codes:

- 300 Withdrew for personal or academic reasons
- 310 Exceeded age requirement set by district policy
- 320 Removed or expelled, without option to return
- 330 Withdrew to enroll in non-diploma program
- 340 Unknown
- 400 Graduated
- 420 Completed school with other credentials

A survey for each student listed must be submitted. Options are included under "Contact Results" for students that you are unable to reach.

The application is self-explanatory. As you progress through the survey, your responses trigger which questions are activated. When the survey is complete, click submit. A Post-School Survey Instruction Manual is available on the Web site.

It may take repeated attempts to contact a former student or person who can provide information to complete the survey. Please make your best effort to contact as many listed students as possible. Districts have found that phone contacts to the student and or parent provided the best results. You may choose, however, to mail surveys or use other survey collection methods.

Completion of this survey data directly impacts the level of determination designation for the district as based on providing timely and accurate data.

The specific requirement from the State Performance Plan, Indicator #14, states:

Indicator 14. Percent of youth who had IEPs are no longer in secondary school and who have been competitively employed, enrolled in some type of postsecondary school, or both, within one year of leaving high school. (20 U.S.C. 1416(a)(3)(B))

In addition to the federal reporting requirement, these data will be analyzed by the state and used for planning purposes. It will also be provided to individual schools for the same purpose.

Part B funds may be used for this activity.

The OPI is committed to limiting the scope of the survey to the minimum required to meet the federal reporting requirements.

For additional information or questions, please contact:

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